

Memorandum

To Mr. Ramon J. Hirsig
Executive Director

Date: December 5, 2008

From Randie L. Henry, Deputy Director
Sales and Use Tax Department



Subject **Security Deposit Program Update**
December 16, 2008- Customer Service and Administrative Efficiency Committee

Please place the following item on the Board's December 16th calendar under the Customer Service and Administrative Efficiency Committee. Ms. Randie Henry and Mr. David Gau will be presenting an update on the programming changes to automatically generate the security denial letter and the completion of the revision of the Compliance Policy and Procedures Manual, Chapter 4, *Security*. Ms. Kari Hammond will introduce this item.

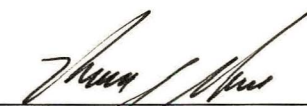
Customer Service and Administrative Efficiency Committee

1. Security Deposit Program Update - Update regarding the programming changes to automatically generate the security denial letter and the completion of the revision of the Compliance Policy and Procedures Manual, Chapter 4, *Security*.

RLH:jt

cc: Ms. Diane Olson (MIC 80)
Ms. Kari Hammond (MIC 19)

Approved: _____



Ramon J. Hirsig, Executive Director